

# AAAPC Travelling Fellowship Program

## Aims:

- Assist members of AAAPC to undertake academic activities that involve travel from their usual place of work.
- Enhance Australasian academic primary care including general practice, allied health & nursing in a community setting.
- Foster collaboration between Australasian and international primary care researchers.

## Purpose

The Travelling Fellowship is available for any activity that meets aims of the program. For example, an applicant may wish to travel to another institution to:

- initiate or continue a joint research or teaching project;
- undertake a mutually beneficial critical appraisal of the host department's teaching and research programs;
- deliver a teaching or research program in collaboration with the host department.

## Value and criteria for use of grant

Travelling Fellowships are offered up to \$3,000 and must be taken in the year specified in the application process. The funds can contribute to travel costs and accommodation. The funding is not intended to cover costs for meals and other incidentals.

Travelling Fellowships will be offered in years where the Executive deem that sufficient funds are available. No more than one fellowship will be granted in any one year.

The assistance is particularly but not exclusively for those who are early career researchers.

## Eligibility

Applicants must:

- be a current financial member of AAAPC & have held membership for a least one year before applying;
- be actively involved in primary care research or teaching;
- not have held an AAAPC Travelling Fellowship in the previous four years.

## Submission of Applications

Applications must be in minimum font size 11 point. PDF versions (in one document) should be submitted electronically to the AAAPC Secretary by closing date. **Late applications will not be accepted.**

Your application must include:

- Contact details
- Location of proposed study trip
- Offer of invitation from host institution
- Letter of support from head of your institution/department including acknowledgement that the leave will be approved by your organisation
- Plain language summary of proposed study trip including aims & objectives and how it will contribute and further your primary care research career (100-300 words)
- Itinerary - include a weekly account of your proposed activities clearly linking to the aims of the trip (2 A4 pages maximum, table format is preferred)

- Budget - include travel and accommodation costs
- Outcome (300 words) - explain how your proposed Fellowship will benefit yourself, your institution and the wider AAAPC community
- Curriculum Vitae - no more than two pages

**SEND TO:** [aaapc.secretariat@anu.edu.au](mailto:aaapc.secretariat@anu.edu.au) and address to the President, AAAPC.

### **Assessment process**

Eligibility check – the application will be reviewed for eligibility including the financial membership status of the applicant

Peer Review - applications will be reviewed by three members of the AAAPC Executive Committee based on the aims of the Fellowship Program, in particular:

- a) relevance to the goals and values of the Australasian Association of Academic Primary Care
- b) the track record of the applicant relative to opportunity
- c) commitment to academic primary care
- d) likelihood that the trip will be of value to the applicant's career in academic primary care

### **Offers**

The Secretary will inform the Applicants, in writing, of the outcome of the review process within 6 weeks of the close of application.

### **Payment to recipient**

The fellowship will be paid to the recipient as a reimbursement. To receive the funds the recipient must provide:

- Tax invoices for the agreed expenses as per the application AND
- A final written report to the AAAPC Executive outlining the outcomes of the travel, with permission this will be published on the AAAPC website AND
- A short summary for advertising the fellowship for the following year.

*Reviewed November 2018*

**FOR ASSESSORS**

Element	Key Components	Score
Name Contact details Email	(no comment or scoring needed)	-
Location of proposed trip including main contact and address	(no comment or scoring needed)	-
Support for proposed trip	<ul style="list-style-type: none"> <li>• Offer of invitation from host institution</li> <li>• Letter of Support from head of your institution including acknowledgement that leave will be approved.</li> </ul>	/2
Plain Language summary (300 words)	including aims & objectives and how it will contribute and further your primary care research career	/10
Itinerary Logical, feasible and linked to the aims of the trip	Weekly account of activities	/5
Potential contribution	Do the project match with goals and objectives of AAAPC?	/5
Track record:(relative to experience and level	Taking into consideration the fellowship is particularly but not exclusively for those who are early career researchers.	/3
Budget	Comment on suitability and amount of accommodation/ airline costs	-
Total		/25
Reviewer comments		